

File

13 December 1973

MEMORANDUM FOR: Chief, Regulations Control Staff

STATINTL SUBJECT : [REDACTED], Vital Records Program

Forwarded herewith is a copy of the memorandum approving the issuance of a Headquarters Regulation (also attached) on the Vital Records Program. Since the issuance was approved by the Management Committee, it would appear that no further coordination is necessary before publication.

[REDACTED] STATINT

Chief
Records Administration Branch

Attachments:

1. Memorandum of Approval
2. Draft Headquarters Regulation

Approved For Release 2002/05/09 : CIA-RDP86-0085R000100070002-5

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10 SEP 1973

MEMORANDUM FOR: Director of Central Intelligence
 VIA : Executive Secretary
 FROM : Deputy Director for Management and Services
 SUBJECT : Management Committee Item - Definition of
 Vital Records

1. Action Requested: A restatement or reaffirmation of the present Agency policy toward Vital Records is required.

2. Background: This Agency operates a Vital Records program as required by Executive Order 10346. This Executive Order was issued in April 1952 during the apprehensive days of the cold war when the possibility of nuclear confrontation was considered omnipresent. The Executive Order contemplated a Vital Records program which would permit agencies to reconstitute themselves in the event of enemy attack upon their primary places of doing business--the capital of the United States. This Agency obtained what is now the [redacted] as a relocation site and initiated a Vital Records program of relocating at [redacted] those records which would enable the relocated Agency to conduct business. With the passage of time and the change in the relations between the United States and the U.S.S.R., the perceived need for such a relocation site has diminished. At the same time, the Vital Records program carried out by the various components of this Agency has eroded. The components see little reason for expending the effort and manpower necessary to maintain a current Vital Records program in anticipation of a nuclear holocaust which may never occur. This unconscious decision may well be valid, but it does leave the Agency in an indeterminate position relative to a Vital Records program.

There is a requirement for Vital Records for reasons other than nuclear war. The Headquarters Building may be destroyed by fire; conceivably, we might even have an earthquake that could demolish us. Without elaborating on all disasters that could befall us, it would seem wise to redefine a Vital Records program and re-establish it as a dynamic concern in order to permit the Agency to carry on its functions in the event that such a disaster should occur.

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3. Action Recommended: The publication of a Headquarters Notice (attached), followed by a rewrite of the Headquarters Regulation redefining the Vital Records program as one which is necessary to enable the Agency to continue to execute its mission and functions in the event of inability to use the Headquarters records for any reason.



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HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Attachment: a/s

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APPROVED: 

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DISAPPROVED: _____

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RECORDS AND CORRESPONDENCE

[Redacted]

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SECTION : VITAL RECORDS PROGRAM

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REFERENCE: [Redacted]

1. VITAL RECORDS PROGRAM: This paragraph provides for a continuing Agency Vital Records Program to ensure that records required for the continuity of Agency functions during any emergency (fire, explosion, riot, natural disaster, enemy attack, bomb threat, or any other emergency situation) are scheduled and deposited into the Agency Vital Records Repository.

- a. VITAL RECORDS ADMINISTRATION: The timely selection of vital records and their prompt transfer to and secure maintenance in a designated Agency repository. Vital records are records which are essential to the continued operation of the Agency in any emergency, and which, if destroyed, would constitute a serious or irreplaceable loss.
- b. POLICY: The Agency Vital Records Program shall be administered on a decentralized basis through programs governed by the following policies:
 - (1) Vital records shall be identified in schedules and currently deposited in a designated Agency repository.
 - (2) The Agency Records Center shall be compartmented and controlled in such a manner that the defense classification or sensitivity requirements of the office transmitting the vital records are honored.
- c. RESPONSIBILITIES:
 - (1) The CIA Records Administration Officer shall:
 - (a) Furnish staff guidance, assistance, and coordination of the Agency Vital Records Program.
 - (b) Review and approve Vital Records Schedules and requests for equipment and supplies to the extent necessary to assure compliance with the Vital Records Program requirements.

- (c) Direct the vital records activities of the Records Center as the Agency repository.
 - (d) Review the Vital Records Programs established in the various Agency components.
 - (e) Promote the Vital Records Program through training and publicity.
- (2) The Deputy Directors, and Heads of Independent Offices, shall:
- (a) Establish, direct, and maintain for their respective jurisdictions, Vital Records Programs.
 - (b) Maintain liaison with other offices of the Agency, as required, in the performance of their Vital Records Program responsibilities.
 - (c) Designate an individual who will be responsible for the development and administration of the Vital Records Programs under their respective jurisdictions.